



INTER-OFFICE MEMORANDUM

TO : ALL CONCERNED

SUBJECT : SIGNATORIES FOR THE MEMORANDA TO THE
EXCOM AND BOARD

DATE : 22 May 2013

Pursuant to the approval of the Board during its 22 March 2013 Meeting of the CDC Authority Matrix in RACCI (Recommend, Approval, Concur, Confirm, Inform) Chart Format, please be informed that henceforth, all memoranda to the Executive Committee (Excom) should be duly SIGNED by the concerned Manager and APPROVED by the concerned Vice President. For all memoranda to the Board, the same shall be SIGNED by the concerned Vice President and APPROVED by the President and CEO.

For easy compliance, we have attached herewith sample format of memoranda for Excom and Board.

All previous policies and guidelines inconsistent with the foregoing are hereby amended accordingly. Those policies and guidelines not inconsistent with the foregoing shall remain valid, in full force and effect.

For your guidance and strict compliance.

Thank you.


PERLITA M. SAGMIT
Corporate Secretary

MEMORANDUM FOR THE BOARD

(Font-Tahoma 14)

LEVEL OF URGENCY

HIGH _____
MEDIUM _____
LOW _____

REQUIRED ACTION

APPROVAL _____
ACTION _____
INFORMATION _____

SUBJECT :

DATE :

ISSUE

BACKGROUND

RECOMMENDATION

For the Board's approval/discussions/ratification/information/consideration (*as may be appropriate*).

RECOMMENDED BY:

OPR VICE PRESIDENT

APPROVED BY:

ARTHUR P. TUGADE
President/CEO

(Font-Tahoma 12)

MEMORANDUM FOR THE EXECUTIVE COMMITTEE

(Font-Tahoma 14)

LEVEL OF URGENCY

HIGH _____
MEDIUM _____
LOW _____

REQUIRED ACTION

APPROVAL _____
ACTION _____
INFORMATION _____

SUBJECT :

DATE :

ISSUE

BACKGROUND

RECOMMENDATION

For the Excom's approval/discussions/ratification/information/consideration
(as may be appropriate).

RECOMMENDED BY:

OPR MANAGER

APPROVED BY:

OPR VICE PRESIDENT

(Font-Tahoma 12)

Control No.: _____

BOD-13-46

RMO Form No. 7
May 2013

RECORDS MANAGEMENT OFFICE

Request for Records E-Mailing Services

23 MAY '13 PM 2:17

Requesting staff/officer : Lea Torrer
Department : Board Secretariat
Requesting Staff's e-mail Addresses: call dept. / offices leatorrer@clark.um.ph
Addresses' Email Address : _____

Date: 05.23.13

Document Title/Description	Indented Recipient	Qty./No. of Pages	Specification of Desired Output (pls. Check)
<u>Signal memo for the memo for the ex com & board</u>	<u>ALL</u>	<u>3</u>	Color : B/W _____ Color _____ Format: TIFF _____ PDF <u>X</u> JPEG _____ other _____

Supervisor: Lunigning S. Narasutan
Name & Signature of Manager

Name & Signature of Vice-President Concerned

(To be accomplished by Records Management Office)

Date & Time Received: _____
Receiving RMO Staff : _____
Remarks : _____

Prepared and Processed By: Aaron D. Wong
RMO Content Management Officer

RECOMMENDING for APPROVAL : Mary Elizabeth José Magat
RMO Assistant Manager

APPROVED BY: Rommel C. Narciso
RMO OIC-Manager

inter-office
MEMORANDUM

RECEIVED
Date: 10/17/05
BY: Clark
Clark Development Corporation

RECEIVED

OCT 17 2005

CLARK DEV. CORP.
OFFICE OF THE PRESIDENT

TO : ALL CONCERNED
FROM : CorSec-PMS
RE : Guidelines for Submission of Board and Excom Materials
DATE : 13 October 2005

OCT 17 2005

This is to reiterate the previously issued guidelines for submission of Excom and Board materials, dated 01 September 2004, duly received by all concerned departments, (copy of which is hereto attached, for reference), with the following additional guidelines as instructed by the Board:

1. POWERPOINT PRESENTATIONS

All powerpoint presentations must be submitted to the Board Secretariat at least two (2) days before the scheduled meeting for consolidation. To ensure readability, font style must be **Tahoma** and size must be at least **20**. No presentations in any form will be received/entertained during the meeting proper. (e.g. switching of LCD display cable to another computer/laptop, copying of file from either CD, diskette, USB, etc).

ADDITIONAL/LATE MATERIALS

Except for items that are critical/emergency in nature, as approved by the the Chairman of the Board, no additional/late materials shall be accepted and/or permitted to be distributed during Excom/Board meetings. Items with late materials shall automatically be included in the next Excom/Board meeting.

Said guidelines shall ensure organized and efficient proceedings of meetings and provide members of the Excom/Board enough time to have a better appreciation and intelligently the matters being presented.

For strict compliance.

Thank you.

FINANCE
RECEIVED BY: [Signature]
DATE: 10-17-05

TREASURY DEPT. CUC
RECEIVED
DATE: 10/17
TIME: [Signature]
BY: [Signature]

PERLITA M. SAGMIT
Corporate Secretary

RECEIVED
OCT 17 2005
CLARK DEV'T CORP.
PROPERTY DEPT.

RECEIVED

DATE: 10-17-05
TIME: [Signature]

10/12
3
[Signature]

inter-office

MEMORANDUM

TO : ALL CONCERNED

SUBJECT : **GUIDELINES FOR SUBMISSION OF BOARD AND EXCOM MATERIALS**

DATE : 01 September 2004

This is to reiterate the previous memos in connection with the submission of Board and Executive Committee (Excom) materials and to prescribe additional guidelines in relation thereto.

1. SCHEDULE OF MEETINGS AND DEADLINE FOR THE SUBMISSION OF MATERIALS

Unless otherwise re-scheduled, the following is the schedule of Board and Excom meetings.

Meetings	Excom	Board
First Meeting	Every 1 st Wednesday of the month	Every 2 nd Tuesday of the month
Second Meeting	Every 3 rd Wednesday of the month	Every last Friday of the month


All materials should be submitted at least three (3) days before the scheduled meeting. The Board Secretariat is hereby enjoined to strictly adopt a "no-material-no agenda" policy.

Soft copies of the materials/memorandums should also be submitted simultaneously with the hard copies.

2. AUTHORIZED SIGNATORIES

The following are the authorized signatories for all Board and Excom materials.

Board Materials

1. President and CEO;
 2. In his absence, the Executive Vice-President.
- 

6. POWERPOINT PRESENTATIONS

All powerpoint presentations must be submitted to the Board Secretariat at least two (2) days before the scheduled meeting. Said presentation must follow the format of the memorandum but in a brief and concise form, preferably in bulleted-item format. Also, the presentation should be limited to a maximum of three (3) slides. Further, powerpoint presentations should be accompanied with hard copies for the Board's reference.

7. ATTENDANCE IN BOARD AND EXCOM MEETINGS

The concerned Vice-Presidents and managers are required to attend the Board or Excom meetings to present and/or act as resource persons for their respective agenda items. Also, technical and other resource persons must be physically available to clarify the subject matter.

Presence in the board room should only be for those reporting on the agenda item. Others should wait in a holding room.

8. RESULTS OF MEETINGS

Results of Board and Excom meetings shall be sent to all concerned immediately following but not later than three (3) days after the Board and Excom meetings for appropriate actions. Said results shall suffice as supporting document, unless otherwise required by the approving department.

It shall be the responsibility of the concerned department to inquire on the details of the results, if necessary.

9. REQUEST FOR CORPORATE DOCUMENTS

In order to safeguard the security of corporate records, any and all requests for issuance of Secretary's Certificate, copies/excerpts of minutes of Board and Excom meetings, and/or access to any corporate records and transactions must be in writing and approved by the Head of the requesting department/group and directly coursed through the Corporate Secretary. *(Please see attached request form).*

As a matter of policy, no requests for Secretary's Certificate shall be entertained until after the minutes of the Board and Excom meetings are ratified. Also, the matters or information requested by the concerned department should be related to its function.

Any and all corporate records acquired or released in violation of the foregoing paragraphs are considered illegally acquired and shall subject the responsible employee/department and/or group head to the appropriate disciplinary action.

The Corporate Secretary reserves the right to approve or disapprove any request outright or to elevate the request to the Board for approval, which decision, in her best judgment, will be in the best interest of the Corporation.


10. OBSERVANCE OF EXISTING POLICIES

It shall be the responsibility of the concerned departments to ensure that the agenda items submitted to the Board or Excom comply with the existing Board approved policies.

11. ROLE OF CONCERNED DEPARTMENTS

All concerned departments are hereby enjoined to extend full support and cooperation to ensure that the needs of the Board are efficiently and effectively addressed.

For strict compliance.


RIZALINO S. NAVARRO
Chairman of the Board

RECEIVED

SEP 13 2004

CLARK DEV. CORP.
OFFICE OF THE VICE PRESIDENT
BUSINESS DEVELOPMENT AND CORPORATE SERVICES GROUP

CLARK DEVELOPMENT CORPORATION

BOARD SECRETARIAT

Bldg. 2121, C. P. Garcia Street, CSEZ, Clark Field, Pampanga

Tel. No. (015) 599-9000 loc. 102 Fax No. (015) 599-6648

CLARK DEVELOPMENT CORPORATION
ENG'G., CONST & MAINT. DEPARTMENT

SEP 13 2004

parah

RECEIVED BY:

REQUEST FORM FOR CORPORATE DOCUMENTS

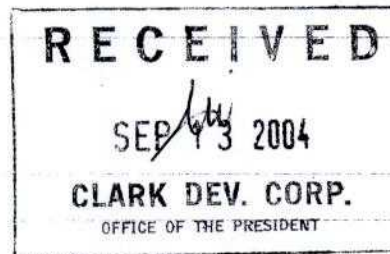
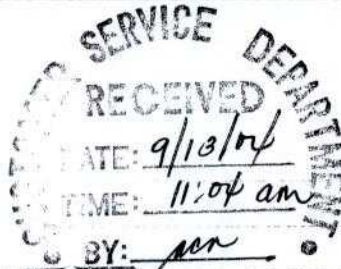
Date:

Item(s)/Document(s) Requested:

Purpose:

Request No.:

BS

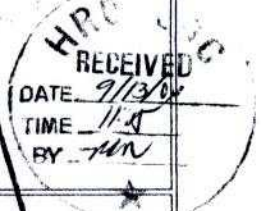


Approved:



Atty. Perlita C. Mateo Aguilera
Corporate Secretary

Date Approved:



Noted by:

Dept. Head/VP/OIC

Received:

INTERNAL ACCT.
DEPARTMENT - CDC



Complied by:



Date Complied:

SPRO-NBR-708 7-13-04

/rc:fxs/lpm-als/250x101

Environmental Planning & Management
Department (EPMD)

RECEIVED

Date: 13 SEP 2004

TIME: 11:00

Clark Development Corporation



SP-AD 9/13

9-13-04

parah

parah

Issue:

Text (Please refer to Item 6 of the Guidelines dated Sept. 1, 2004)

Background:

-
-
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Recommendation:

Text

Text

Text

For TABLE Format

Text	Text	Text
Text	Text	Text
Text	Text	Text
Text	Text	Text

from

Page

MEMORANDUM FOR THE BOARD

(Font-Tahoma 14)

LEVEL OF URGENCY

HIGH _____
MEDIUM _____
LOW _____

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SUBJECT :

DATE :

ISSUE

BACKGROUND

(Font-Tahoma 11)

RECOMMENDATION

For the Board's approval/discussions/ratification/information/consideration (as may be appropriate).

ANTONIO R. NG
President and CEO



MEMORANDUM FOR THE EXECUTIVE COMMITTEE

(Font-Tahoma 14)

LEVEL OF URGENCY

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REQUIRED ACTION

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ACTION _____
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ISSUE

BACKGROUND

RECOMMENDATION

For the Excom's approval/discussions/ratification/information/consideration (as may be appropriate).

Recommending Approval:

VICE PRESIDENT OF CONCERNED GROUP *(to be initialed by the Head of the Office of Primary Responsibility (OPR))*

NOTED BY:

ANTONIO R. NG
President & CEO

(Font-Tahoma 11)

Handwritten signature

Handwritten initials

****If passed through the Excom.***

MEMORANDUM FOR THE BOARD

(Font-Tahoma 14)

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RECOMMENDATION

For the Board's approval/discussions/ratification/information/consideration (as may be appropriate).

Executive Committee

By:

ANTONIO R. NG *(to be initialed by the Head of the Office of Primary
Chairman Responsibility (OPR) and the concerned Vice President)*

*(Font-
Tahoma 11)*

